

## **Seethi Sahib Memorial Polytechnic College, Tirur**

### **Minutes of the 70<sup>th</sup> Board of Governors Meeting**

**Date & Time:** March 2, 2016, 10 AM

**Venue:** Seethi Sahib Memorial Polytechnic College Campus, Tirur

#### **Meeting Agenda:**

1. Review & approval of the minutes of the 69<sup>th</sup> BOG meeting.
2. Report on the follow-up activities on the directives of the last BOG meeting.
3. Budget estimate for institution for 2016-17 and revised estimate for 2015-16.
4. Budget estimate for continuing education cell for 2016-17 and revised estimate for 2015-16.
5. Budget estimate for auto workshop & service station for 2016-17 and revised estimate for 2015-16.
6. Result analysis of Diploma Examination held in April 2013, 2014 & 2015.
7. Ratification of the promotions made since 68<sup>th</sup> BOG meeting.
8. Ratification of higher grade promotions since 68<sup>th</sup> BOG meeting.
9. Statement showing LWA since 68<sup>th</sup> BOG meeting
10. Account statement for the year 2014-15 of the institution, CE cell, CDTP, auto workshop and service station.
11. Revising the vision & mission statements of the institute.
12. Bylaw and structural frame work for institute IQAC and PAC and DAB of departments.
13. Other matters

#### **Minutes of the Meeting:**

1. The session commenced with a thorough review and approval of the minutes from the meeting held on September 16, 2015.
2. The college has initiated special motivational programs for weaker students and awareness sessions for female students. Positions of Lecturer and above are now considered selection posts in accordance with the KTE Rule 1975. Efforts to obtain minority status for the institution are underway. Mr. Abdul Nazer Kaipanchery has been assigned full additional charge as the principal. The suspension of Mr. PH Subair, as directed by DTE, has been approved.
3. Deliberations on the budget estimate for the institution, service station, auto workshop, and the continuing education cell for the year 2016-17, along with the revised estimate for 2015-16, were held. Following in-depth discussions, all presented budgets and revised budgets were approved. Detailed information can be found in the annual report on pages 7-26.
4. An analysis of the diploma examination results conducted in April 2013, 2014, & 2015 took place, with overall satisfaction expressed by the meeting. However, there is a need for improvement in the results of the evening batch. Comprehensive details are provided in pages 27-30 of the annual report.
5. Ratification of all eleven promotions since the 68<sup>th</sup> BOG meeting was confirmed, and specific details are outlined on page 31 of the annual report.
6. Approval was granted for the requested LWA extension by three staff members and the LWA request of Mr. Ahamed Shafeeq UV.

7. Ratification of all three higher-grade promotions since the 68th BOG meeting was confirmed, with details provided on page 33 of the annual report.
8. The meeting approved the audited account statements of the institution, CE cell, CDTP, auto workshop, and service station for the year 2014-15. Detailed information can be found on pages 34-71.
9. The meeting was of the view that it is time to revise the vision and mission statements of the institute. The principal has been authorized to initiate the process for revising the statements.
10. The meeting advised the principal to initiate the process for developing bylaws and a structural framework for the institute's IQAC, PAC, and DAB of departments
11. Decided to introduce free WI-FI facilities to students.
12. Meeting advised principal to special programmes for girl students.

**Action Taken Report:**

1. Launched communication skill training for students under PTA
2. Special coaching classes started for poor learners
3. Internet facility to students more strengthened
4. Proposal sent to MHRD for the modernisation of laboratories
5. Steps initiated for the effective functioning of guidance and counselling centre.
6. Launched mentor system in campus.
7. Implemented the decision to treat lecturer and above positions as selection posts.

Meeting adjourned at 1.30pm.

**Meeting Attendance:**

1. Jb. K. Kutty Ahammed Kutty
2. Jb. Riaz Ahami
3. Jb. PK. Abdurabb
4. Jb. TA. Ahamed Kabeer
5. Jb. Kurukkoli Moideen
6. Jb. P. Muhammed Ali Haji
7. Adv. TH. Abdul Azeez
8. Shri. Sasikumar
9. Shri. Samuel Mathew, SJD (PS)
10. Shri. Abdul Nazer Kaipanchery